

June 24, 2010

**Mansfield Township Board of Education
Minutes Regular Meeting
June 24, 2010**

Call to Order

Mr. Bell opened the June 24, 2010, Regular Meeting of the Mansfield Township Board of Education at 7:45 p.m. with the following statement:

In accordance with the New Jersey Open Public Meetings Law, the time, date, and location of this meeting was sent to the Star-Gazette and Express-Times, May 4, 2010, was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

Pledge of Allegiance

Roll Call

Present: Mr. John Bell Mr. Tim Barlow Dr. Clancy Ms. Barbara Curto Ms. Tracey Janowski Ms. Karri Sienna-Reyes Mr. Jeff Stabile Mr. Richard Young	Absent: Mr. Russell Uhrig
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Also Present: Mr. Kemp, Mr. Melitsky, Ms. Roszkowski
 Community: Five community and/or staff members were present.

Communications

None

Administrative Report

Mr. Kemp reported on the status of the following items:

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|---|---|
| 1. The Dorney Park trip went well. We had a beautiful day that the 6 th grade enjoyed. | Dorney Park
Trip |
| 2. A breakfast was held in honor of the 6 th grade promotion. | 6th Grade
Breakfast |
| 3. The annual field day event went well. Ms. Huizing was thanked for making the event a success. | Field Day |

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| 4. | The Education Foundation is operational. They made their first \$500 donation to the 6 th grade. | Education
Foundation |
| 5. | This past year, John Melitsky instituted a new grade level meeting format where the teachers set the agenda and lead the meeting. | Grade Level
Meeting Format |
| 6. | We started revising the BSI program and will continue revising same over the summer. | BSI
Programming
Changes |
| 7. | Discovery video streaming was added over this past school year, was very well received, and successful. | Video Streaming |
| 8. | We held a writing workshop in-house. Expository writing will now be offered in grades three through six. | Expository
Writing |
| 9. | The Board's investment of \$1,500 in hiring an e-rate consultant paid off. As a result of an application submitted on the Board's behalf, we will be receiving approximately \$6,000. | e-Rate |
| 10. | We went out to re-bid the Food Service Management company. One bid came back. We are seeing approximately a \$3,500 reduction in the Food Service Management fee. | Food Service
Re-Bid |
| 11. | We re-bid four bus routes and have saved money on the routes by joining with Franklin Township schools. Savings figures will be verified and reported at a later date. | Franklin School
Jointure Saves
Money |
| 12. | We will be upgrading the gym lighting in the new fiscal year. Currently, we are waiting for a confirmation on our electrical rebate of approximately \$2,000 due to using more energy efficient lighting. | Gym Lighting
Project |
| 13. | The insurance company and our insurance agent advised us that we need to have a clear definition of "part-time" with regard to number of hours. If we do not define same, it will be impossible to get a reasonable quote for health insurance. | Definition of
Part-time |
| 14. | We are still waiting for a signed copy of the Grant from the State. Panoramic Windows has offered an option to get the job done. They have insured that the job can still be completed in time for the school to open using vinyl clad windows at no extra cost to the Board. When the windows specified in the Bid Specs arrive from the manufacturer, they will replace the vinyl windows after school and on holidays until all are replaced. This will not impact classrooms as we would not have to move around students and teachers as the work commences. | Windows
Project |

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There is an item on the agenda to authorize award of bid contingent upon receipt of the signed grant document from the state. If we do not get the signed copy of the grant, then the other option is to go out to bid in January.

Mr. Bell asked if there would be a heat loss with the new temporary windows installed. A conclusion was made that any new window would be better than the 40-year old windows currently in place.

15. A new science curriculum was put in place. Just in case we have money, we would like to purchase science books for grades two through six and at the very least for grade 5. Work had been done over the year and input was received with regard to the series being recommended. We need a motion to adopt the science textbooks so that a purchase can be made if we have the money.

**Science
Curriculum/
Science
Textbook
Adoption**

16. The Tech Plan has been approved by the County Office. We have that letter of approval and will submit it to the state.

Tech Plan

Public Participation

Mr. Bell stated that, as a Board Member and taxpayer, he really appreciates what the teachers, administration and staff have done with regard to freezing their wages.

**Thank You for
Wage Freeze**

Consent Agenda

1. **MOTION by Mr. Barlow, second by Ms. Reyes** and carried by unanimous vote that the Board of Education approve the minutes of the following meetings:

Minutes

- June 10, 2010, Work Session;
- June 10, 2010, Executive Session.

Approval Agenda Personnel

1. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board of Education approve the following personnel for summer time cleaning at a rate of \$10.04 per hour starting on or about June 22, 2010, through August 30, 2010, as recommended by the Superintendent:

**Summer Time
Cleaning**

- Kevin Johnson
- Peggy McDonough

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- Sadie Szucs
- Corin Melchoir

Mr. Kemp advised the Board that we don't have them on currently. The Board is authorizing to bring them on if needed if we run into problems in getting the school cleaned thoroughly and opened on time.

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| <p>2. MOTION by Mr. Young, second by Ms. Reyes and carried by unanimous vote that the Board of Education approve Support Staff/Administration appointments and salaries effective July 1, 2010, through June 30, 2011, unless otherwise noted, as recommended by the Superintendent, as per Schedule A, attached.</p> | <p>Support Staff,
Administration
Appointments</p> |
| <p>3. MOTION by Mr. Young, second by Ms. Reyes and carried by unanimous vote that the Board of Education approve Mansfield Twp as head LEA (Local Education Association), 2009/10 Grant Year, for the Title III Consortium with the following districts participating: Washington Borough, Great Meadows School, and Warren Hills Regional.</p> | <p>Title III
Consortium</p> |
| <p>4. MOTION by Mr. Young, second by Ms. Reyes and carried by unanimous vote that the Board of Education approve job descriptions for the following positions, as recommended by the Superintendent:</p> <ul style="list-style-type: none"> • Confidential Administrative Assistant • Confidential Secretary to the Principal • Payroll & Accounting/Database Specialist/Confidential Assistant to Business Administrator | <p>Job
Descriptions</p> |
| <p>5. MOTION by Mr. Young, second by Ms. Reyes and carried by unanimous vote that the Board of Education approve the June 24, 2010, substitute list as recommended by the Superintendent.</p> | <p>Substitute
Roster</p> |
| <p>6. MOTION by Mr. Young, second by Ms. Reyes and carried by unanimous vote that the Board of Education approve a non-tenure contract for Jennifer Borrmann as a teacher effective September 1, 2010, to June 30, 2011, at an annual salary of \$47,053, per Sidebar Agreement Between the Mansfield Township Board of Education and the Mansfield Education Association, dated June 10, 2010, as recommended by the Superintendent.</p> | <p>Non-Tenure
Contract
J. Borrmann</p> |
| <p>7. MOTION by Mr. Young, second by Ms. Reyes and carried by unanimous vote that the Board of Education approve a non-tenure contract for Stephanie Hahn as a teacher effective September 1, 2010, to June 30, 2011, at an annual salary of \$44,633, per Sidebar Agreement Between the Mansfield Township Board of Education and the Mansfield Education Association, dated June 10, 2010, as recommended by the Superintendent.</p> | <p>Non-Tenure
Contract
S. Hahn</p> |

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8. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board of Education approve a non-tenure contract for Kathleen Jacoby as a 4/5 sign language teacher effective September 1, 2010, to June 30, 2011, at an annual salary of \$37,643 (already prorated), per Sidebar Agreement Between the Mansfield Township Board of Education and the Mansfield Education Association, dated June 10, 2010, as recommended by the Superintendent. **Non-Tenure Contract K. Jacoby**
9. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board of Education approve a non-tenure contract for Corin Melchoir-Francisco as a teacher effective September 1, 2010, to June 30, 2011, Step B-1, at an annual salary of \$44,428, per Sidebar Agreement Between the Mansfield Township Board of Education and the Mansfield Education Association, dated June 10, 2010, as recommended by the Superintendent. **Non-Tenure Contract C. Melchoir-Francisco**
10. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board of Education approve a tenure contract for Debra Stenvall as a Speech Therapist effective September 1, 2010, to June 30, 2011, at an annual salary of \$72,492, per Sidebar Agreement Between the Mansfield Township Board of Education and the Mansfield Education Association, dated June 10, 2010, as recommended by the Superintendent. **Tenure Contract D. Stenvall**
11. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board of Education approve a non-tenure contract for Patti Jo Urban-Raiello as a 1/5 CST Coordinator effective September 1, 2010, to June 30, 2011, at an annual salary of \$21,471, per Sidebar Agreement Between the Mansfield Township Board of Education and the Mansfield Education Association, dated June 10, 2010, as recommended by the Superintendent. **Non-Tenure Contract P. Raiello**
12. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board of Education approve a non-tenure contract for Michele Zappulla as a teacher effective September 1, 2010, to June 30, 2011, at an annual salary of \$44,528, per Sidebar Agreement Between the Mansfield Township Board of Education and the Mansfield Education Association, dated June 10, 2010, as recommended by the Superintendent. **Non-Tenure Contract M. Zappulla**
13. **MOTION by Mr. Young, second by Ms. Reyes** and carried by unanimous vote that the Board of Education approve Tenured Personnel Salaries, as per Schedule B, attached, effective September 1, 2010, through June 30, 2011, per Sidebar Agreement Between the Mansfield Township Board of Education and the Mansfield Education Association, dated June 10, 2010, as recommended by the Superintendent. **Tenured Personnel Salaries**

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| 14. | MOTION by Mr. Young, second by Ms. Reyes and carried by unanimous vote that the Board of Education adopt the Macmillan/McGraw Hill science textbook for grades two to five, as recommended by the Superintendent. | Adoption of
McMillan/
McGraw-Hill
Science
Textbook |
| 15. | MOTION by Mr. Young, second by Ms. Reyes and carried by unanimous vote that the Board of Education adopt the Glenco Series Science textbook for grade six, as recommended by the Superintendent. | Adoption of
Glenco Science
Textbook |
| 16. | MOTION by Ms. Reyes, second by Ms. Clancy and carried by unanimous vote that the Board of Education activate the following committees: | Activation of
Committees |
| | <ul style="list-style-type: none"> • Buildings and Grounds • Curriculum/Technology • Finance • Health • Personnel • Policy • Public Relations • Strategic Planning • Transportation | |

Approval Agenda Finance

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| 1. | MOTION by Ms. Reyes, second by Ms. Janowski and carried by unanimous roll call vote that the Board of Education approve the Treasurer's and Secretary's monthly financial reports as of May 31, 2010, with a balance of \$950,930.07. | Secretary/
Treasurer's
Reports |
| 2. | MOTION by Ms. Reyes, second by Ms. Janowski and carried by unanimous vote that the Board of Education adopt the following resolution:

Resolve that after review of the Secretary's Monthly Financial Report (appropriations section) and consultation of the appropriate district officials, this Board of Education certifies that no major account or fund has been over expended in violation of NJAC 6A:23-2.11(b) for the month ended May 31, 2010, with a balance of \$950,930.07. | Certification |
| 3. | MOTION by Ms. Reyes, second by Ms. Janowski and carried by unanimous vote that the Board of Education approve Funds Transfers as per the report dated June 24, 2010, in the following amounts: | Transfers |
| | <ul style="list-style-type: none"> • Fund 10: \$119,834.20 | |

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4. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous vote that the Board of Education approve the following bills lists:

Bills List

- June 11, 2010, to June 24, 2010, in the amount of \$744,983.10;

and that the Business Administrator be authorized to process invoices for July with Board confirmation at the August meeting.

5. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous vote that the Board of Education acknowledge that the Board of Education requested quotes from four transportation vendors for Summer School Special Education transportation, Bus #1 and Bus #2; that vendors responded as follows:

**Summer School
Special Ed
Transportation**

- GST: Bus 1 - \$124/day; Bus 2 - \$124/day
- First Group: No response;
- Snyder Bus: Bus 1 - \$144/day; Bus 2 - \$144/day
- Laidlaw: No response

Therefore, the Board hereby approves a quoted transportation contract with GST for Summer School Special Education Routes #1 and #2 at a cost of \$124 per bus at a total cost of \$4,712 for 19 days service.

6. **MOTION by Ms. Reyes, second by Ms. Janowski** and carried by unanimous vote that the Board of Education approve a first year contract with Dowling Food Service Management Company which shall begin on September 1, 2010, and terminate on June 30, 2011, (Year 1 of contract) as follows:

**Dowling Food
Service**

- Management fee (flat fee) of \$9,100; and
- A guaranteed profit of \$7,963.76 contingent on the proposed pricing structure; state and federal subsidies are at least equal to 2009-2010 levels; USDA donated commodities offered are at least equal to 2009-2010 levels; the proposal staffing schedules are adopted; equipment repairs and purchases will be paid by the Local Education Agency; enrollment and average daily attendance will be at least equal to 2009-2010 levels; Dowling Food Service Management Inc. will be held harmless in the event of a work stoppage within the district; The Local Education Agency and the Food Service Management Company must mutually agree upon any changes in staffing, wages and benefits; The proposal sample menu or similar is utilized. There will be no limitations on the sale of a la carte items, except that they meet State and District Nutrition Policies; Cost of food and supplies based on April 2010, CPI. If the cost of goods rises above this percentage, Dowling reserves the

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right to negotiate a mutually acceptable solution to Dowling and the District.

Note: Request for Quote letters were sent to the following state approved food service management companies: The Pomptonian, Inc., Nutri-Serve Food Management, Inc., Maschio's Food Services, Inc., Chartwells School Dining Services, Sodexo Management, Inc., Aramark Educational Services, Inc., Dowling Food Service Management, Inc.

Dowling Food Service Management, Inc., Maschio's Food Services, Inc., and Nutri-Serve Food Management, Inc. requested Bid Spec packages. Only Dowling Food Service Management, Inc. returned a bid.

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| 7. | <i>MOTION</i> by Ms. Reyes, second by Ms. Janowski and carried by unanimous vote that the Board of Education approve the payment of bills to close out the 2009/2010 fiscal year and the transfer of funds as needed for the 2009/2010 school year. | Year End
Closeout/Pay
Bills &
Transfers |
| 8. | <i>MOTION</i> by Ms. Reyes, second by Ms. Janowski and carried by unanimous vote that the Board of Education approve the placement of MH in an extended summer program at Oxford Central School at a tuition rate of \$1,000.00 (teacher, aide, OT included in price). | SE Student
Placement |
| 9. | <i>MOTION</i> by Ms. Reyes, second by Ms. Janowski and carried by unanimous vote that the Board of Education set the tuition rate for the Autism Program at \$18,500.00 for the 2010/2011 school year. | Autism
Program
Tuition Rate |
| 10. | <i>MOTION</i> by Ms. Reyes, second by Ms. Janowski and carried by unanimous vote that the Board of Education approve a transportation contract with Warren County Special Services for transporting MH to Oxford Central School Extended Summer Program at a cost of \$68/day, 14 days, for a total cost of \$952.00.
Quotes as follows: <ul style="list-style-type: none"> • Warren County Special Services: \$68/day • Sussex County Special Services: \$77/day • GST Bus Company: \$119/day | WCSS
Transportation |
| 11. | <i>The following Resolution was adopted by unanimous roll call vote on MOTION</i> by Ms. Reyes, second by Ms. Janowski: <p style="text-align: center;">Resolution - Transfer of Current Year Surplus to Reserve</p> WHEREAS , NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and | Transfer
Approvals to
Capital Reserve
& Maintenance
Reserve
Accounts |

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WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Mansfield Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund to the Capital Reserve and Maintenance Reserve accounts at year end, and

WHEREAS, the Mansfield Township Board of Education has determined that funds may be available for such purpose and that a transfer of such available funds are not to exceed \$167,780 into the Capital Reserve Account;

WHEREAS, the Mansfield Township Board of Education has determined that (an amount not to exceed) \$150,000 is available for such purpose of transfer into the Maintenance Reserve Account;

NOW THEREFORE BE IT RESOLVED by the Mansfield Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Note: Transfer of surplus to these reserves may be done after June 1 and before June 30. The "not to exceed" amount is the limit allowed to be added to reach maximum allowable in the Capital Reserve Account – or \$645,900 – it does not necessarily mean that that much money will be going in to that account.

This resolution allows the Board to preserve its monies for projects such as windows, heating and air conditioning, plus other building needs as they present themselves. Ditto on the Maintenance Reserve.

12. **MOTION** by Ms. Reyes, second by Ms. Janowski and carried by unanimous roll call vote that the Board of Education Designate/authorize the Superintendent and/or the Business Administrator to award the windows project to Panoramic Windows in the amount of \$451,000 contingent upon the receipt of an approved Section 15 Grant from the NJ School Development Authority and contingent upon attorney review, to be confirmed at the next Board Meeting in August.
13. **MOTION** by Ms. Reyes, second by Ms. Janowski and carried by majority vote [with Mr. Bell abstaining] that the Board of Education authorize payment of insurance waivers to the following personnel per the July 1,

**Authorization
to Award
Windows
Project**

**Insurance
Waiver
Payment**

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2009, to June 30, 2012, Mansfield Township Board of Education/MEA Agreement, as recommended by the Superintendent:

- Cheryl Escola: \$2,720.56
- Kathy Jacoby: \$7,532.37
- Debbie Marley: \$5,126.36
- Kathleen Mattison: \$7,246.56

Public Participation

None

Discussion

1. Mr. Bell stated that Board Policy No. 9325.4 applied to the vote taken on the Race to the Top grant application. It is a moot point now.

RTTT

MOTION by Mr. Barlow, second by Ms. Clancy and carried by majority vote [with Mr. Young and Mr. Stabile voting “No”] that the Board of Education draft a letter to the Commissioner and ask to be considered in the application under the provisional condition.

2. Ms. Clancy asked if a summary of the CSA’s evaluation can be given to all board members.

**CSA’s
Evaluation
Summary**

Adjournment

MOTION by Ms. Curto, seconded by Ms. Janowski and carried by all ayes that the June 24, 2010, Regular Meeting be adjourned.

(8:32 p.m.)

Respectfully submitted,

Mary E. Roszkowski
SBA/Board Secretary

Karri Reyes
Vice President